



Special points of interest:

- Daily Pool hours 6 a.m. to 2 p.m. from February 8th through 22nd, all locations.
- DFO sports new web design, check it out.
- Daily use, 15 passenger vans now housed at Draper location.
- CNG vehicles can fuel at of cost of \$0.768

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THE DIVISION OF FLEET AND SURPLUS SERVICES

State of the Fleet

Surplus Property Program Honored

The Utah State Agency for Surplus Property (USASP) federal program received a Service Support Award from the U.S. Small Business Administration/Minority Enterprise Development program (SBA). The Award was presented at the Tri-State Regional Conference of the NAACP, held in Salt Lake City, Utah on Friday, September 28, 2001.

The federal program began working with the SBA in April 2000, after being contacted by the Utah District Office of the SBA regarding the eligibility of small businesses to purchase property through USASP. After verifying the group's eligibility to participate with the federal surplus program, it took less than three weeks to establish the operating procedures for the group and launch the now successful venture.

To be eligible for the federal program, the small business must be minority owned and currently under government contract. (Anyone can purchase items from the state surplus program.)

There are currently



Surplus Property Manager, David Regan, Dan Martinez and Glen Wright receive an award on behalf of the whole Surplus Property Team.

52 SBA members actively participating with the federal and state surplus programs. Federal Property Utilization Officer, Dan Martinez, attributes the success to continued efforts of the surplus staff to locate items requested by the participating small businesses.

"They fill-out a 'want-list' and we actively work the list. That way they don't have to come down here everyday looking for the items they need," Martinez said. "We find the property for them and then we call them."

Lori Potter, who is also a Federal Utilization Officer added, "I think that they like dealing with us because

we remember them when they come in...we give them personalized attention. No more than any of our other customers, we just make sure that no-one gets lost in the shuffle."

The federal team felt honored to be acknowledged by the SBA and NAACP for their efforts in assisting the small business owners, but state that it's all a part of a day's work. All of the surplus customers receive the same service and the federal team was not aware that their efforts were considered extraordinary.

"It was nice to be recognized. I mean, we were just doing our job. The recognition is definitely an added bonus," said a modest Martinez.

Comparison Utility... What Is It? How Does It Work?

The Division of Fleet Operations (DFO) has recently upgraded the vehicle [comparison utility](#), which can be used to determine the least expensive transportation choice when scheduling work related travel. Comparing rates is as simple as entering four variables in the areas provided on the form. The variables are:

- estimated miles to be driven on the trip
- number of days the vehicle will be needed
- type of vehicle needed
- reimbursement rate paid by the employee's agency

In most instances the savings to the State are quite large, and with travel budgets being cut again, spending less money per-trip means more trips can be scheduled each year. Let's not forget where those budget dollars come from, the taxpayers. Taking a State vehicle to conduct State business gets you "more bang for your buck".

In a few cases, it will be less expensive for someone to drive their personal vehicle. Especially when very little distance is traveled, but several hours will be spent at the location. In these cases, the employee has to weigh the advantages and disadvantages of using their own vehicle. The advantages are obvious; having everything you need to make a trip more enjoyable, preset radio stations, favorite tapes and cds in the glove box, smoking is allowed and the seat already adjusted to fit. Besides, when you drive a State vehicle you, as a driver, will be held to higher a standard than other drivers, by both the public and DFO.

The disadvantages aren't always so notice-

able, like the wear and tear on the vehicle, is your vehicle suited for the assigned task and most importantly what if you're involved in an accident?

Aside from the inconvenience of being without a vehicle while it is being repaired, there is also the issue of what will be covered by the insurance company. Many personal insurance companies will not cover damage done to a vehicle when it is being utilized for business unless the vehicle is covered by "business use" insurance. The Division of Risk Management, who provides the State's insurance, will not cover any property damage to a personally owned vehicle being used to conduct State business. However, the State does provide secondary liability coverage for any damage or injury to the occupants of the other vehicle.

What if a break down occurs or the keys get locked in the vehicle? State provided 24-hour emergency roadside service does not cover State employees in personally owned vehicles. In the event a break down does occur, DFO will not cover any repairs to personal vehicles, this will be an out of pocket expense for the owner of the vehicle.

DFO Deputy Director, Margaret Chambers added, "There are many reasons that driving a personally owned vehicle is not advantageous to State employees, but if the convenience of driving your own car is worth the risk, check the [comparison utility](#) before leaving on your next business trip to verify that you are choosing the least expensive option."

DFO offers [shuttle services](#) to many of the State offices located in the downtown area of Salt Lake City for those who would like to save money and yet would not like to drive their personal vehicle.

Did You Know?
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DFO Employee Volunteers for Olympic Service



DFO Fuel Network Specialist Kathryn Anderson has volunteered her services as part of the Olympics being held in the Salt Lake City area in February 2002. She will be working in the Salt Palace at the main media center, directing media personnel to the shuttle pick up location that will take them to one of the many venues.

Anderson is taking her vacation time to be a participant with the Olympics. She said that the DFO management team was very willing to give her the time

off, but claims that the work is now coming in fast and furious so that there will be no problems during her absence.

Anderson is very excited and looks forward to meeting the people from around the world.

"I think it will be great! I knew I wouldn't be able to afford tickets to the events, but I really wanted to be a part of this once in a lifetime experience. Volunteering was the answer I was looking for," she said.

News Briefs...

Anonymous e-mail

In the past the Division of Fleet Operations (DFO) offered an anonymous e-mail address to state employees whose e-mail accounts were maintained on the same server as the division. This e-mail address could be used to inform Division Director, Steve Saltzgeber, of any customer service problems that may be occurring within DFO or provide critical feedback, comment and input anonymously. This tool is now available to all state employees, even if submitted from a personal e-mail account housed on a non-state computer. The address can be accessed 24-hours per day and is virtually untraceable, is anonymous@fo.state.ut.us.

We value your input and are looking forward to hearing from you, whoever you are.

Car Pool Anyone?

Limited parking on Capitol Hill has never been an issue, until now. Beginning January 2, 2002, parking spaces will be drastically cut due to the Olympics, followed by the planned two-year construction of the two new office buildings, which will be located between the State Office Building and the Capitol. In an effort to ease the congestion in the parking lot, the Department of Administrative Services is asking that anyone who is able to car pool with a co-worker to do so. To find out how to become part of a car pool, either with co-workers or employees from other agencies housed on the hill, contact David Rees, 537-9134 or drees@fo.state.ut.us.

Vehicle Cleaning Procedure

The change in calendar year brings a change in the Division of Fleet Operations state vehicle cleaning procedures. In the past, vehicle cleaning was either approved through ARI or cleaned as part of a monthly cleaning program set up between the RCI Company and several state agencies. Beginning January 15, 2002, ARI will no longer be approving any requests for vehicle cleaning. Each state vehicle will be given a \$20.00 per-month cleaning allowance to be used at the driver's convenience. All cleaning costs should be charged on the GasCard assigned to the vehicle. Any charges for cleaning that exceed the \$20.00 allowance will be billed back to the leasing agency beginning February 1, 2002.

Also beginning January 15, 2002, the

RCI Company will no longer have general access to monthly lease vehicles. The Division of Fleet Operations will be providing a key drop box at several state offices and a web form that will keep a running tally of the monthly cleaning expenses of each state vehicle. Drivers will be encouraged to fill out, print and include the form when placing the keys in the drop box to ensure the proper services are provided.

For more information on the new vehicle cleaning procedures contact Operations Manager, [Sam Lee](#).

Surplus Property Sale On-line

The Utah State Agency for Surplus Property is now conducting on-line bidding for State surplus equipment. The web address is www.esurplusauction.com. Equipment from the State of Utah School Districts is also available on this site. State surplus property is also available at www.ebay.com, search by usasp for ebay. March 1, 2002.

Commuter Link

There is a new commuter service available throughout the State of Utah, which is provided by the web based Commuter Link service. The program is sponsored by the Utah Department of Transportation (UDOT) and is the first of its kind in the United States. Dialing 511 will connect the caller with voice activated traffic and weather information or Olympic venue scheduling and public transportation information. UDOT created the program so that drivers can "know before they go."

Shuttle Information

Beginning January 2, 2002 the [Capitol Shuttle](#) will be adding two new pick-up and drop-off points to the daily routes. The new stops were added to accommodate the new parking restrictions on Capitol Hill. The parking lot just west of the State Fair Park and at the Fair Park Fishing Pond located South of the Fair Park are the new locations.

The Eaton Kenway and Education Buildings are listed as "on-call" stops for the Shuttle. Employees needing to make arrangements for pick-ups from either building can do so by calling 538-3014.

The Shuttle schedule will be changing again for the Olympics, which are scheduled in Salt Lake City and surrounding areas in February 2002. The [temporary schedule](#) will be in effect from February 1 to March 1, 2002.

Did You Know?
There are 735
Alternative Fuel
Vehicles in the
State fleet.

Incentive Awards



Frank Mortensen.

It was noticed that several DFO team members were performing their daily tasks in an exceptional manner during the months of November and December 2001. Their peers felt that they needed to be recognized for their efforts. Congratulations to this month's incentive award winners!

Recognition Awards November

Heather Gardener was honored for her excellent customer service skills and her ability to lighten the mood in the office.

Team Recognitions were awarded to Karen Kraus, Michelle Werner and Kathryn Anderson for their customer service skills. Each had received several compliments from fleet contacts as well as Fuel Network customers. Their boss, Jeff Done, wanted them to know that he thinks that they are "Pretty Cool"!

Team Recognition Awards were also given to the Operations team, Fuel Network team and Surplus Property's Shelli Stephenson, who work out of the Draper facility, for their generosity during this year's DAS Food Drive. This group of people was able to collect four boxes of food for donation to the Utah Food Bank.

Extra Mile Awards November

Kelly Kay received an Extra Mile Award for her willingness to pick up extra work after the loss of Cindy Manzanares. Kay's efforts in this difficult time were greatly appreciated by everyone at DFO.

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December

Anne Stehno received an Extra Mile Award for her efforts in helping to develop a new vehicle licensing process which will save the operations team many hours in the coming year.

Starfish Award November

Tanya Price was honored for her efforts in keeping the FISH! Philosophy by "Making Their Day." She had done some very nice things for Cindy Manzanares' husband after her passing. Price is truly a kind and giving person.

December

Frank Mortensen received the Starfish for his continuous efforts to "Make Their Day!" Several staff members, as well as DFO customers, have noticed that Mortensen has never been seen without a smile. He always remembers to "Choose" a good "Attitude" no matter what is thrown his way. He has also been caught "Being There" for DFO customers by getting to work early in the morning to scrape the windows of the motor pool vehicles. Because Mortensen so fully lives the FISH! Philosophy, the members of the DFO staff are honored to work with him. Thank You Frank for all that you do.

Traveling Gus Award

Charlotte Wilkes was awarded the Traveling Gus Award in November, although we have no clue as to why. Although several people at the Draper facility felt that Gus was given to Wilkes because he needed a trip, and she was going to the Capitol and the DMV and could take him along for a ride. Wilkes passed Gus to DeAnne Garcia in December because Garcia always has a smile for whoever walks into the office.

"She is always making someone's day" Wilkes said.

The Incentive Committee would also like to thank everyone who worked so hard to make this holiday season joyful around the DFO offices. The decorations and employee activities were appreciated by all.

Thank you to all of the award recipients for your efforts in making the Division of Fleet Operations a wonderful place to work for and do business with. To acknowledge someone for "a job well done" simply send a nomination e-mail to one of the Incentive Committee members, [Margaret Chambers](#), [Dianne Davis](#), [Kathryn Anderson](#), [Kelly Kay](#) or [Alison Taylor](#).
